

**Community Preservation Committee  
Meeting Minutes  
February 22, 2016**

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In attendance were:

Andrew Bengtson  
Mike Cayer  
David Levy  
Leslie Mayer  
JoAnn Robinson  
Clarissa Rowe  
Charles Tirone  
Eric Helmuth  
Richard Murray

Also in attendance:

Eve Margolis  
Laura Wiener  
Jenny Raitt

\*Denotes those not in attendance

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- Quick review of the 9 projects because Charles Tirone had to leave early for the Finance Committee meeting. Charles Tirone will review the Kimball Farmer House and Whittemore Robbins House applications.
- **Meeting Minutes** – Public meeting minutes are not ready for review. February 1<sup>st</sup> meeting minutes approved unanimously.
- **Discussion of applications received** – The applications were drafted largely by volunteers and town workers and it was a lot of work. Clarissa Rowe suggests that one aspect of the CPA administrative job would be assisting with these grant proposals. The committee will review other ideas for the kind of work that would need to be done next year and how that may fit into the CPA administrative job description. Examples include project administration for the CPA projects and ability to field questions about CPA and the application process. The committee hopes to review a draft at next week's meeting.
- **Discussion of Project Management**
  - **Park and Recreation Commission Project Process** – Leslie Mayer discussed their process for capital projects. Once the Commission receive approval for funding, Joe Connelly, Director of Recreation, works with Domenic Lanzillotti, Purchasing Officer, to go out for bid for contractors and designers who then report to Joe Connelly. Decisions are made by the Commission and executed by Joe Connelly.
  - **CPA Application Project Management**- Applications should list a project manager but there still needs to be a liaison with the Town, which would be the CPA administrator. For example, who will project manage the Whittemore Robbins Carriage House project? This is a question for Adam Chapdelaine or the Board of Selectmen.

- **CPA Application Process Next Year-** The committee plans to meet with department heads to talk about what projects would be eligible for CPA funding.
- **Applications Received-** Will send all applications to the Community Preservation Coalition for review. Since this is the first year for CPA in Arlington, the committee would like feedback from them. The following projects will be reviewed by 2 committee members each:
  - Robbins Farm Park Field and ADA Renovation: Eric Helmuth and Mike Cayer
  - Town of Arlington Historic Assessment of Municipal Buildings: Leslie Mayer and Richard Murray
  - Spy Pond Edge Protection and Erosion Control: Clarissa Rowe and Andrew Bengtson
  - Historic Preservation of the Jason Russell House: JoAnn Robinson and Eric Helmuth
  - Kimball Farmer House: David Levy and Charles Tirone
  - Arlington Housing Authority Life and Skills Building and Drake Village: Andrew Bengtson, Clarissa Rowe, and Laura Wiener
  - Funding of New Roof for Historic Preservation of the Old Schwamb Mill Barn: Mike Cayer and JoAnn Robinson
  - Stabilization of the Whittemore Robbins Carriage House: Charles Tirone and Leslie Mayer
  - 20 Westminster: David Levy and Richard Murray
- Goal for this week is to review all applications and identify any projects that may not fit CPA criteria. Stuart Saginor and/or Kathy Roth at the Coalition will review all applications. Eric Helmuth will provide a fillable word document for the application reviewer form and asked for feedback from the committee. The goal is for this document to be a discussion tool. Each reader should fill out the form for the applications they review.
- Next Monday to discuss applications. Potential schedule for meetings:
  - Monday 2/29: Committee reviews applications (Mike Cayer and David Levy will not be present)
  - Wednesday 3/2: David Levy will not be present
  - Wednesday 3/9: Presentations (Housing Authority?). 10-20 minutes each
  - Monday 3/14: Presentations (Andrew Bengtson will not be present)
  - Wednesday 3/16: Presentations (Richard Murray will not be present)
  - Monday 3/28: Potential discussion with Capital, FinCom, and Selectmen
  - Additional meetings: 4/11 and 4/25
- **Meeting Adjourned.**